

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	3300	B. Billet Title	Associate Director for Operations
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA/OAR/PMEL	B. Street Address	7600 Sand Point Way NE				
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 526-4485	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Captain (Ret.) Mark Koehn	2. Position	Deputy Director, PMEL	3. Grade	GS 15		
4. Email	Mark.Koehn@noaa.gov	5. Office	+1 (206) 526-6813	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Eddie Bernard	2. Position	Director, PMEL	3. Grade	SES-All		
4. Email	Eddie.N.Bernard@noaa.gov	5. Office	+1 (206) 526-6800	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Captain Chris Beaverson	2. Position	Executive Officer, OAR	3. Grade	O6		
4. Email	chris.beaverson@noaa.gov	5. Office	+1 (301) 734-1013	x		6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office	OAR	2. Office, Center, or Lab	PMEL		
3. Division	OD	4. Branch	Seattle	5. Section or Team	Operations
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	MAH000	E. NFC Org Code	545027000000000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Pacific Marine Environmental Laboratory (PMEL) carries out interdisciplinary scientific investigations in oceanography and atmospheric science for NOAA's office of Oceanic and Atmospheric Research (OAR). Current PMEL programs focus on open ocean observations in support of long-term monitoring and prediction of the ocean environment on time scales from hours to decades. Studies are conducted to improve understanding of the complex physical and geochemical processes operating in the world oceans, to define the forcing functions and processes driving ocean circulation and the global climate system, and to improve environmental forecasting capabilities and other supporting services for marine commerce and fisheries. PMEL consists of two main scientific research divisions, the Ocean Climate Research Division (OCRD) and the Ocean Environmental Research Division (OERD).

SECTION 6 - DUTIES AND RESPONSIBILITIES

- Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502
- Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

The Associate Director billet at Pacific Marine Environmental Laboratory (PMEL) is a management position that focuses on the effective utilization of operational program support resources, including: ships, aircraft, and submersibles. The incumbent works in close coordination with the Director, Deputy Director, Division Leaders, Principal Investigators, and serves as a primary focal point for all ship and aircraft issues in the Laboratory with involvement in the cruise planning process from inception to final distribution of data and cruise reports. The officer works with OAR HQ for long range planning related to Laboratory projects serving NOAA's program goals. Frequent contact with OAR, NMFS, OMAO, UNOLS representatives, USCG, and the Department of State in matters related to funding, vessel capabilities, scientific research clearances in foreign waters, and other aspects of cruise planning is required. The officer coordinates logistical needs of current projects with the Marine Operations Center, UNOLS representatives, contractors and/or shipboard personnel as required.

As a PMEL representative, the incumbent may serve in liaison or public affairs capacities with other NOAA and non-NOAA agencies and the public, assist in preparation of management studies, and carry out other assignments for the Office of the Director as required. Scientific research opportunities and career development pursuits may also be available in the incumbent's field of specialization on a part-time basis.

The incumbent traditionally serves as PMEL's Unit Dive Supervisor (UDS), if qualified to do so. As UDS, the Officer is responsible for ensuring qualifications and safe dive management for approximately five divers.

Additional duties directly assisting the Deputy Director may include laboratory and general safety items, base security, foreign national clearances, and other special projects as they arise.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? Yes No Number of personnel supervised

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities? Yes No Number of personnel led

Grades of personnel led

2. Fiscal

Will the Officer have budget responsibility? Dollar Amount (K)

3. Assets - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- Officer of the Deck Senior Watch Officer ECDIS Dynamic Positioning Boat Deployment MedPIC
 Coxswain/OIC HAZWOPER AUV Deployment U/W UAS Deployment Buoy/Mooring Qualified
 Trawl Qualified Longline Qualified Hydro Launch PIC Foreign Port Calls

B. Aviation Prerequisites

- Co-Pilot Pilot Aircraft Commander Mission Commander Instructor Pilot Hurricane Qualified
 Alaska/Wilderness Qualified Flight Meteorologist International Flights UAS Pilot

C. Dive Prerequisites

- Scientific Diver Working Diver Advanced Working Diver Master Diver Dive Master Dive Medic
 Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

While hands-on operations are limited, familiarity with various ship systems is necessary in determining vessel capabilities for PMEL projects. Familiarity with any specific prerequisite is not required, but a working knowledge of as many as possible is sought after.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Senior managerial experience involving NOAA vessels at level of Commanding or Executive Officer, Marine Center Operations, or OAR HQ/Laboratories is desirable. Contract management experience related to ship, aircraft, and other field activities in support of NOAA Programs is also desirable.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
B. Aviation Development <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input checked="" type="checkbox"/> Unit Diving Supervisor
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

The billet provides the incumbent with the opportunity to work as a member of the PMEL Directorate and be involved in many aspects of senior management at a major federal laboratory. Specifically, the officer is responsible for managing approximately 10% of the Laboratory's annual budgetary resources, and for coordination of a variety of other laboratory activities. The incumbent officer will have opportunities to apply and enhance skills important to senior management, including communication, diplomacy, decision making, bargaining, planning and organization, protocol, budgetary oversight and fiscal responsibility. The incumbent officer will also have opportunities through scientific research and continuing education on a part-time basis.

If tasked with dive responsibilities, the billet will also provide opportunities as a UDS, including managing a dive team and being an integral part of the NOAA Dive Program planning at UDS conferences.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

Successful performance will be judged by the officer's ability to make positive contributions to the scientific goals of PMEL through efficient use of funds for the most productive ship time available. Success of the laboratory is due in large part to the data acquired during projects at sea. Criteria for this performance will include positive feedback from principal investigators of the various projects within PMEL and the viable continuous data sets make ship time necessary. Budget execution for ship time and the capital management required for efficiency will be of paramount importance in this assignment will make up much of the success criteria of the billet.

Successful performance will also be judged by the ability to effectively take on responsibilities as dictated by the Director and Deputy Director, including laboratory safety, security, and special projects.

Additional performance as UDS, as shown in the successful operation of a valid PMEL dive program will be judged, as necessary.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature **Daniel Simon**

Digitally signed by Daniel Simon
DN: cn=Daniel Simon, o=NOAA, ou=PMEL, email=daniel.simon@noaa.gov, c=US
Date: 2010.08.18 15:27:21 -0700'

2. Date **2010-08-18**

3. Name **LCDR Daniel Simon, NOAA**

4. Title/Position **Associate Director of Operations, PMEL**

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature **Mark P. Koehn**

Digitally signed by Mark P. Koehn
DN: cn=Mark P. Koehn, o=NOAA/PMEL, ou, email=mark.koehn@noaa.gov, c=US
Date: 2010.08.20 13:13:59 -0700'

2. Date **2010-08-20**

3. Name **Mark P. Koehn**

4. Title/Position **Deputy Director, PMEL**

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature **Mark P. Koehn**

Digitally signed by Mark P. Koehn
DN: cn=Mark P. Koehn, o=NOAA/PMEL, ou, email=mark.koehn@noaa.gov, c=US
Date: 2010.08.20 13:14:58 -0700'

2. Date **2010-08-20**

3. Name **(for) Eddie N. Bernard**

4. Title/Position **Director, PMEL**

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend **approval** of this billet."

1. Signature **Nathan H. Hancock**

Digitally signed by Nathan H. Hancock
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments Branch, email=nathan.hancock@noaa.gov, c=US
Date: 2011.02.25 12:53:22 -0500'

2. Date **2010-08-23**

3. Name **LCDR Nathan H. Hancock**

4. Title/Position **Chief, Officer Assignment Branch**

E. Director, NOAA Corps Endorsement

"I am the **Director, NOAA Corps** and I **approve** this billet."

1. Signature 

2. Date **11/22/2011**

3. Name **RADM Jonathan W. Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)